



Private/Semi Private Swim Lesson Request Form

Raleigh Parks & Recreation – Aquatic Division

Please Print:

Today's Date: _____

Participant's Name: _____ Age: _____ Sex: _____ M _____ F

Address: _____

Contact Phone: _____ Alternate Phone: _____

Parent/Guardian Name: _____ Email address: _____

Emergency Contact: _____ Phone: _____ Relationship: _____

Please describe participant's swimming ability and/or experience in swimming lessons:

Fees: Private Lessons: City Resident - \$31.00/Class or \$107.00/Session of 4 classes

Non Resident - \$41.00/Class or \$117.00/Session of 4 classes

Semi-Private Lessons: City Resident - \$57.00/Class or \$205.00/Session of 4 classes

Non Resident - \$67.00/Class or \$215.00/Session of 4 classes

NOTE: *The facility staff is not able to pair participants for Semi-Private Lessons.*

For semi-private lessons all participant request forms must be submitted at the same time.

Please choose: Private Lessons: _____ (1:1 ratio)

Semi-Private Lessons: _____ (2:1 ratio) Second participant's Name: _____

If you are interested in Semi-Privates lessons with 3+ participants please speak with Manager.

Please list days & times that you are available to schedule the lessons

IMPORTANT: Private lessons are not offered during the hours when group lessons are being conducted. Group lesson schedules change throughout the year and private lesson times will need to adjust accordingly. Please speak with the Cashier or a Manager about when group swimming lessons are being taught.

What day(s) and time(s) are you available?

Days: **Requested Time (Range)****

Instructor (preference if any):

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

** A broader time range usually results in quicker processing of your request.

The private lesson guidelines and agreement are located on the reverse side of this form. Please read carefully and sign.

Information Regarding Private/Semi-Private Lessons

- Private Lessons are only offered at Pullen Aquatic Center, Millbrook and Optimist Pool. These lessons are not available at the City's seasonal facilities.
- Private Lessons will not be scheduled for or conducted during the same time as group swimming lessons at that facility.
- Classes are set on a first come first service basis and scheduled according to pool space and instructor availability.

Private/Semi-Private Lesson Policies & Guidelines:

1. A private lesson agreement must be completed and payment received prior to conducting private or semi-private lessons.
2. When purchasing a session of 4 lessons the dates and times must be agreed upon by both the participant and the instructor and documented on the private lesson agreement. These dates and times may be adjusted only if the instructor is able to accommodate the change and **a minimum of 24 hours notice is given.**
3. **To cancel a lesson, a 24 hour notice** must be given by phone or in person to the **manager or shift supervisor** of the facility where your lessons are conducted.
 - Please make note of the time and who you speak with when canceling a lesson.
 - If the instructor is unable to make up the canceled lesson a credit will be issued.
 - Instances involving extenuating circumstances where notice is given less than 24 hours in advance will be dealt with on a case by case basis. ***However, this does not guarantee that a make up lesson or credit will be granted.*** The reason, amount of notice given, and history of canceled or missed lessons will be considered.
 - If no notice is given, the lesson missed will count as one of your scheduled lessons and no credit or make up lesson will be given.
4. If a lesson is canceled by the instructor, because of inclement weather, or due to pool closure the staff will make a reasonable effort to contact you as soon as possible. A make up lesson will be scheduled. A credit will be issued if a make up lesson cannot be scheduled.
5. Please be on time. The scheduled ending time for a lesson will not be extended for participants arriving late.

Signature: _____ Date: _____

Office Use Only:

Date registration received: _____ **Time:** _____ **By whom:** _____

Date / Time contacted by Aquatics: _____ **By whom:** _____

Instructor: _____ **Date assigned:** _____ **Other:** _____

Notes: _____

DO NOT INCLUDE PAYMENT WITH THIS FORM.